

## **FINANCE CONTROLS MANAGER – Accra, Ghana**

### **Role Specifications**

Reporting to the General Manager Finance & Administration, the successful candidate will be responsible for the management of the Finance Controls department across the clients operations covering its entire operational areas (Ghana, Nigeria, Togo and Benin). The holder will be responsible for the provision of financial information for management decision making, meeting the client regulatory reporting requirements, ensuring adequacy and effectiveness of financial controls, supporting forward planning of the company, ensuring sound implementation of related systems and discharging other agreed services for the Shipper(s) effectively.

Key accountabilities and responsibilities will broadly involve:

- Initiate accounting policies and obtain necessary approvals and develop procedures for the implementation of these.
- Develop and implement procedures for invoicing customers for gas transportation and managing receivables.
- Develop and implement operational procedures for invoicing customers and managing receivables under the Shipper(s) agreed services.
- Develop and implement inventory controls and accounting in all company storerooms
- Develop and implement controls and accounting for company fixed assets and all accounting processes.
- Develop and implement policies and procedures for administration of Financial Systems.
- Develop policies and procedures for managing the Company's tax exposures.
- Prepare monthly management accounts and reports.
- Prepare quarterly review of corporate financial performance.
- Prepare annual statutory financial statements in accordance with IPA, IFRS, SHA, Companies Code and Bermuda Laws.
- Coordinate and prepare annual budgets, financial forecasts for business planning.
- Coordinate annual external financial audits (including the Ghana branch accounts and other states requirements as the case may be) and ensure audited financial statements are filed and implement audit recommendations and develop action plans for closing out audit findings.
- Manage month end closing program, account reconciliation and assurance (Tax, Finance and Systems) checklist.
- Manage accounts payable across all four states.
- Administer the financial management system (SUN) and manage all interfaces to the financial management system – Human Manager, Gas Management System and MAXIMO.
- Manage all the clients tax obligations and file with relevant tax authorities in the four states.
- Supervise monthly payroll processing.
- Supervise, develop and mentor team members to ensure the maximization of their potential.
- Develop and keep scorecard of Key Performance Indicators (KPI's) for measuring the performance of the Finance controls department.

### **Educational Qualification and Experiences**

- A degree in Finance, Economics or Accounting plus a professional accounting qualification (CIMA, ACCA, ICA)

- A minimum of ten (10) years post-qualification experience, seven of which should be in the energy industry.
- Experience in accounting, controls, business planning, financial systems and gas contract agreements

### **Key Skills and Abilities**

- Build and maintain Finance organization, customer focus.
- Manage financial and treasury risk
- Business rationale, finance objective and governance
- Provide governance advice – recommend, develop and implement risk management and Internal Control Systems, support appraisal and assurance activities.
- Accounting policies and standards – define and maintain the financial accounting structure, systems and procedures, define and maintain service level agreements for customers, assure correctness and integrity of accounts, local statutory accounting and reporting, external auditor relationship, tax accounting, knowledge of accounting systems.
- Treasury operations and policies, cash management, bank account infrastructure, pension funds.
- Provide management information for the business and interpret and communicate same for management decision making.
- Development and operation of scorecards enable effective cost challenge, know management information and business decision support IT applications.
- Coordinate budget processes, participate in strategy development, develop and support business decision models.
- Commercial activities – establish and monitor commercial policy and procedures, participate at tender board as necessary.
- Tax management – knowledge of relevant laws and practices in the 4 countries in which the client operates.
- Finance in project – Knowledge of finance contribution to cost estimation and schedule; project reporting and finance contribution to contract and procurement.
- Ability to resolve disputes and communicate effectively and defend issues convincingly with customers and stakeholders.
- Ability to motivate self to achieve goals; good use of initiative.
- Ability to build and motivate teams to achieve goals.
- Ability to manage stress and work under pressure.
- Ability to speak basic French may be an advantage.